

Loan Application Data Change Form

Warning: Any person who knowingly makes a false statement or misrepresentation on this form is subject to penalties under state and federal codes.

Read instructions on the back before completing this form. Complete a separate form for each loan application to be adjusted.



Application & File Services (916) 445-4355
School Services (916) 323-9842
Lender Services (916) 324-9970
FAX # (916) 445-9286

Section I — Borrower/School/Lender Data

1. Borrower name	2. Social Security number -	3. Original loan amount \$	4. FAPS loan number
5. Loan type <input type="checkbox"/> Stafford subsidized <input type="checkbox"/> Stafford unsubsidized <input type="checkbox"/> PLUS	3a. Original loan amount \$		4a. FAPS loan number
6. School name	7. School code 	9. Lender name	10. Lender code
8. School address City State Zip code		11. Lender address City State Zip code	

Section II — Loan Data

“(Fold here)”

Original loan data

12. Loan period (mm dd yy) From / / To / /	13. Grade level
16. COA EFC EFA	17. Ant. grad. date
20. Disbursement dates 1st 2nd 3rd 4th	
20a. Disbursement dates 1st 2nd 3rd 4th	
22. Reasons for change/comments	

Revised loan data

14. Loan period (mm dd yy) From / / To / /	15. Grade level
18. COA EFC EFA	19. Ant. grad. date
21. Disbursement dates 1st 2nd 3rd 4th	
21a. Disbursement dates 1st 2nd 3rd 4th	

Section III — School Certification:

These changes have been requested for the reasons indicated above and are in accordance with all applicable laws and regulations.

Authorized official (print name)	Title	Telephone number ()
Signature ▶	Date	FAX number ()

Remit this form to the lender indicated in 9-11 above.

Section IV — Lender Section:

The changes above have been reviewed and upon approval by the Commission, will be accepted by our institution.

Authorized official (print name)	Title	Telephone number ()
Signature ▶	Date	FAX number ()

Return form to: California Student Aid Commission, Application & File Services, P.O. Box 510621, Sacramento, CA 94245-0621

FOR CSAC USE ONLY

The above changes have been: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> No action taken	Name of CSAC official reviewing form	Date
Reason(s): <input type="checkbox"/> Information/explanation was insufficient to make a determination. Provide data for highlighted areas and submit on new form. <input type="checkbox"/> Requested disbursement date changes do not require Commission authorization. Please advise the lender/servicer directly. <input type="checkbox"/> Adjusted data does not reflect adequate need for original requested loan amount. <input type="checkbox"/> Requested change(s) would compromise the original guaranteed amount. The school should document adjustments made to prevent overaward. <input type="checkbox"/> Unable to process the requested change on this form. _____ <input type="checkbox"/> Other: _____		
Comments: _____		

Loan Application Data Change Form



Instructions for Completing form L-25

Use this form when requesting a change to the grade level or loan period.

Section I —Borrower/School/Lender Data

■ Provide the information requested:

- Box 1 Borrower name as it appears on the original application.
2 Borrower Social Security number.
3 Original loan amount.
3a Original loan amount. (Only when adjusting multiple loans.)
4 FAPS loan number if known.
4a FAPS loan number if known. (Only when adjusting multiple loans.)
5 Check box(es) for all loan types that apply.
6 School name.
7 USDE School code; enter all eight (8) digits.
8 School address, city, state, zip.
9 Lender name.
10 USDE Lender code, enter all eight (8) digits
11 Lender address, city, state, zip.

Section II — Loan Data

Provide the **original loan data and the revised data**:

- Box 12 Original loan period as reflected on original application (if change is requested).
13 Original grade level as reflected on original application (if change is requested).
14 Revised loan period (if applicable).
15 Revised grade level (if applicable).
16 Original cost of attendance/estimated family contribution/estimated financial aid (if a loan period change is requested).
17 Original anticipated graduation date (if change is requested).
18 Revised cost of attendance/estimated family contribution/estimated financial aid, as adjusted for revised loan period, must be provided. If no change is required, please indicate "no change."
19 Revised anticipated graduation date as a result of adjusted loan period (if applicable).
20 Original disbursement dates (if changes are requested).
20a Same as 20 if adjusting multiple loans.
21 Revised disbursement dates (only those resulting from an adjustment to the loan period should be reported on this form). Only disbursements which have not yet been made may be revised.
21a Same as 21 if adjusting multiple loans.
22 Specify reason(s) for change(s) or provide additional comments.

Section III — School Certification

By signing this form, the **authorized aid administrator** is certifying that the changes requested are consistent with all applicable laws and regulations. The certification must be signed and dated. Please provide the administrator's telephone number in case questions arise.

The authorized aid administrator may be any individual at the institution who is authorized to certify FFELP applications.

Section IV — Lender Section

By signing this form, the authorized lender representative acknowledges that the requested changes will be accepted if the Commission approves the changes. Please provide the lender representative's telephone number in case any questions arise.

CSAC Use Box

Commission staff will review the request for revisions and respond.

Loan Application Data Change Form Tips

- Loan must already be in guarantee status.
 - **No alterations to the guarantee amount may be made.**
- Grade Level Changes:
 - May be requested at any time after initial guarantee.
 - Increases in grade level will almost always be approved.
 - Decreases in grade level will not be accepted if it results in an original guaranteed amount which exceeds the annual loan limit (including consideration of previous loans).
 - Complete: Section I; questions 12, 13, and 15 of Section II; and Sections III and IV as applicable.
- Loan Period Changes:
 - May not be made if the revised loan period has already been completed (subject to exceptions).
 - Should not be requested if the resulting disbursement schedule (whether or not revised) does not meet the federal requirements.
 - Should not be requested if the eligibility for the original loan amount decreases. Note: It is the school's responsibility to document that no overaward takes place.
 - Complete Section I; questions 12, 14, 16, 18 and if applicable, 17, and 19-22 of Section II; and Sections III and IV as applicable.
- Changes to Cost of Attendance, Expected Family Contribution, Estimated Financial Aid:
 - **Must** be provided if a loan period is changed.
 - Need not be reported if a loan period is not changed.
- Disbursement Date Changes:
 - Must be consistent with federal requirements for disbursement schedules based on the loan period.
 - Cannot be made to disbursements already made (subject to exceptions).
 - **Note: a request to revise only a disbursement schedule may be made directly to the lender. CSAC will be notified of the changes through the normal lender disbursement manifesting process.**

The Commission will not approve any changes where the remaining data may result in an erroneous guarantee or an invalid disbursement schedule.

Processing and Distribution

Original completed forms are to be submitted to the lender for their review and approval. The lender will forward the form to the Commission's Application and File Services Division for review. Upon resolution, distribution of this three part NCR form will be the responsibility of CSAC.

Policy and Procedure Assistance

For policy questions and issues relating to utilization of the form, please contact School Services Division staff at (916) 322-9842.

Processing Assistance

For processing questions and issues relating to Application Data changes, contact Application and File Services staff at (916) 445-4355.